



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**  
DIVISION OF PROFESSIONAL REGULATION  
REAL ESTATE COMMISSION  
REAL ESTATE EDUCATION COMMITTEE

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: DPR.DELAWARE.GOV  
EMAIL: customerservice.dpr@state.de.us

## COURSE PROVIDER EVALUATION REPORTING FORM

### INSTRUCTIONS

Course provider must:

1. Tally student evaluation sheets.
2. Enter totals below and average the ratings.
3. Obtain the instructor's signature(s) on this form to indicate that each instructor has reviewed this evaluation result.
4. Summarize the comments on a separate sheet and enclose the sheet with this form.
5. Enclose copies of the instructor and course approval letters.
6. Submit completed form and enclosures to the Real Estate Education Committee at the address above.

1. Course Sponsor: \_\_\_\_\_ Course Date: \_\_\_\_\_

2. Topic: \_\_\_\_\_

3. Course Title: \_\_\_\_\_

4. Have each instructor sign next to his or her printed name.

INSTRUCTOR NAME	INSTRUCTOR'S SIGNATURE

#### Rating Scale:

Excellent ..... 5  
Above Satisfactory ..... 4  
Satisfactory ..... 3  
Needs Improvement ..... 2  
Unsatisfactory ..... 1

### Evaluation of Instructor

CRITERIA	RATING TALLY					AVERAGE RATING (%)
Effective in Teaching Subject Matter	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Confident in Instructor's Knowledge	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Communicated in Clear, Concise Manner	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Showed Enthusiasm about Course Material	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Answered Questions Effectively	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Encouraged Participation	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Used Examples and Illustrations As Needed	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Overall Instructor Rating (%)						_____

### Evaluation of Course Content

CRITERIA	RATING TALLY					AVERAGE RATING (%)
Content Was Clear and Easy to Understand	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Gained Information to Implement in Business	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Valuable Course	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Overall Course Rating (%)						_____

### Evaluation of Facility and Service

CRITERIA	RATING TALLY					AVERAGE RATING (%)
Facility Promoted Learning	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Staff Was Helpful and Friendly	5 _____	4 _____	3 _____	2 _____	1 _____	_____
Overall Facility/Service Rating (%)						_____

### Enclose

- separate sheet summarizing comments
- copies of the instructor and course approval letters for this class